

1. **LEARNING CAPACITY:**
  - Shows excellent improvement with continued experience
  - Makes moderate improvement with practice
  - Makes little use of experience
2. **COMPREHENSION:**
  - Quick to grasp the essentials of a problem
  - Shows fairly prompt recognition of problem
  - Very slow to comprehend
3. **JUDGMENT:**
  - Sizes up situations exceptionally well
  - Shows average "common sense" in general
  - Not practical in handling situations
4. **SELF-EVALUATION:**
  - Shows good insight into his own assets and liabilities
  - Has moderate capacity for self-appraisal
  - Does not recognize own shortcomings
5. **FAIRNESS:**
  - Treats charges with high degree of impartiality
  - Acts fairly in most situations
  - Inclined to show favoritism
6. **RESPECT FOR ANOTHER'S PERSONALITY:**
  - Has excellent ability to put himself in another's place
  - Fair appreciation of charge's point of view
  - Thoughtless for feelings of others
7. **TACTFULNESS:**
  - "Gets along" exceptionally well with charges and co-workers
  - Does not often arouse antagonism
  - "Rubs people the wrong way"
8. **TRUTHFULNESS:**
  - His word can be "accepted at face value"
  - As truthful as most people
  - Inclined to lie in self-defense
9. **OBJECTIVITY:**
  - Reports facts accurately, uncolored by personal feelings
  - Usually presents facts without bias
  - His reports are not factual
10. **PATIENCE:**
  - Remains calm and unruffled when "pestered"
  - Not bothered by minor annoyances
  - Irritated by trifles
11. **SELF-CONTROL:**
  - Can be trusted to show presence of mind in an emergency
  - "Keeps his head" in ordinary situations
  - Tends to "go off half-cocked"
12. **COOPERATION:**
  - Exceptionally helpful and responsive to suggestions
  - Cooperative in most activities
  - Does not work well with others

ATTEST: A true copy.

Brandon, Vt., June 24, 1955.

*Harriett G. Edson*  
Harriett G. Edson, Notary



RATED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

**13. DEPENDABILITY:**

- Can always be counted upon in any circumstances
- Generally trustworthy
- Rather irresponsible

**14. COURAGE:**

- Faces serious danger without apparent fear
- Shows average courage
- Easily and visibly frightened

**15. DISPOSITION:**

- Habitually pleasant and cheerful
- Likeable as a rule
- Inclined to be disagreeable

**16. INITIATIVE:**

- Sees what needs to be done, and does it spontaneously
- Occasionally does things of own accord
- Waits to be told what to do

**17. PERSEVERANCE:**

- Keeps on trying in spite of difficulties
- Shows average persistence
- Gives up easily

**18. SELF-CONFIDENCE:**

- Acts with assurance in any situation
- Faces ordinary demands with confidence
- Habitually distrustful of self

**19. ADJUSTMENT TO ROUTINE:**

- Accepts all rules and duties cheerfully
- Tolerates rules without resentment
- Restive and unhappy under rules

**20. COURTESY**

- Unfailingly respectful and considerate
- Courteous except under provocation
- Tends to be rude and abrupt

**21. PRIDE IN WORK:**

- Eager to do his best, whatever the task
- Reasonably conscientious in work
- Content to "get by"

**22. PUNCTUALITY:**

- Can be relied upon to be on time
- Requires occasional reminders
- Frequently tardy

**23. EFFICIENCY:**

- Works quickly and effectively
- His tasks are generally completed on time
- Usually "behind schedule"

**24. REACTION TO INSTITUTION WORK:**

- Finds genuine satisfaction in keeping the charges contented
- Tries to accept all duties as "part of the job"
- Complains volubly about unpleasant phases of the work

SCORES: \_\_\_\_\_

py.

24, 1955.

*G. Edson*

Edson, Notary Public



## NEGATIVE TRAITS

## COMMENTS

1. Domineering, aggressive
2. Irritable, impatient
3. Inconsiderate
4. Given to "griping"
5. Sarcastic
6. Imposes upon others
7. Homosexual
8. Disloyal to the institution
9. Emotionally unstable
10. Over-sensitive to criticism
11. Does not follow instructions
12. Fond of gossip
13. Sympathy-seeking
14. Boastful
15. Uncertain as to mood
16. Self-centered
17. Intolerant
18. Does not keep promises
19. Forgetful
20. Careless about details
21. In poor health
22. Untidy in appearance
23. Coarse in manner or language
24. Frequent absenteeism



# Personnel Rating Sheet

Name of Institution \_\_\_\_\_

Rated by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Dept. Head Superintendent

I have discussed this personnel rating with my supervisor,

\_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee